

6 August 1963

25X1

MEMORANDUM FOR: [REDACTED]

Support Division/OSA/DDR

SUBJECT:

Telephones and Typewriter for  
Office of SA/DDR

1. In the new space allocated to SA/DDR on the 5th floor, the following telephone arrangements are desired:

a. One gray phone located in Mr. Reber's office.

b. One outside unlisted line to be available to the 4 secretarial desks and Messrs. Reber's and [REDACTED] phone.

c. The present internal black and red listings.

2. It is also requested that an IBM Executive typewriter be obtained as soon as possible for [REDACTED] secretary.

[REDACTED]  
James Q. Reber  
Special Assistant/ DDR